



## **REQUIREMENTS FOR OPENING A NEW CUSTODY ACCOUNT**

### **Individual Investors**

- Certified Copy of identification document i.e. National I.D card, Passport or Driver's Licence
- Certified Marriage certificate (for joint accounts)
- Current (within 3 months) Certified Proof of residence (Utility Bill or Bank Statement)
- Completed mandate (Covering letter showing mandate authority has been given to Stockbroker i.e Broker Controlled Accounts)
- 1 Passport size photographs
- Current Telephone and Email Details
- FATCA Personal Details Form

### **Corporate Clients**

- Certified True copy of National I.Ds of Directors, Authorised Signatories or any person holding 10% shareholding or more.
- Proof of residence – Directors and Authorised Signatories
- 1 Passport Size Photo – Directors and Authorised Signatories
- Legal documentation of any entity holding 10% or more shareholding.
- Certificate of Incorporation
- Memorandum and Articles of Association
- Board Resolution
- CR14 form
- CR 6 form
- Current Tax Clearance Certificate
- Current CR2/Letter on company letterhead confirming shareholding structure
- FATCA Directors Details Form

### **Societies, Charitable Associations, Clubs, Churches and Similar Entities**

- Constitution / Rules / Agreement
- Identification Documents of the Committee and signatories including proof of residence

### **Pension Funds**

- Letter from the Chairman of the Board of Trustees appointing the Custodian of the Fund
- Certificate from IPEC confirming registration of fund
- Particulars of the Chairman and Principal Officer (as in requirements for individual accounts)
- Particulars of the authorized signatory (as in requirements for individuals or corporates)
- Letter from the Chairman appointing the authorized signatory / Administrator of the Fund

### **Trust Accounts/Partnerships**

- Certified True Copy of Trust Deed/Partnership Deed
- Certified True Copy of National ID of all Trustees/Partners and Signatories or Valid Passport
- List of Authorised Trustees/Beneficiaries/Partners
- Legal Documentation of any Entity Holding 10% or more Shareholding
- Proof of residence of all Trustees /Partners and Signatories
- 2 Passport size photo of Authorised Signatories/Partners/Trustees
- FATCA Personal Details Form – For Partners/Trustees



info@fincent.co.zw  
+263 (242) 255321-4  
8th floor ZB Life Towers  
77 Jason Moyo Ave. Harare

## NON-DISCRETIONARY CORPORATE ACCOUNT MANDATE

Account Number

### BUSINESS DETAILS

Trading Name  Registration No.

Trading business ☐ Sole proprietor ☐ Limited liability ☐ Public ☐ Trust ☐

Business Address-Postal: \_\_\_\_\_ Physical: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### BANKING DETAILS

Business Bankers  Branch Code

Acc. No.  Telephone Number(s)

### LIST OF DIRECTORS / MEMEBER / TRUSTTEES / PARTNERS

Director  Director

Director  Director

PLEASE TICK THE APPROPRIATE ACCOUNT TYPE

A/C type

Delivery & Payment		Non - Res		Safe Custody		Staff	
YES	NO	YES	NO	YES	NO	YES	NO

Securities registered - Client's Name ☐ Fincent Capital Nominees ☐ Other (specify) ☐

The client acknowledges that he has read the contents of this Mandate form, agrees to the provisions hereof and agrees that the Rules will be binding upon the client.

Name of signatory \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_ / \_\_ / 20\_\_

Name of signatory \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_ / \_\_ / 20\_\_

Name of signatory \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_ / \_\_ / 20 \_\_

I/We the undersigned \_\_\_\_\_ ('the client'), hereby request Fincent Stockbrokers upon the specific instructions received from the client from time to time to purchase and / or sell securities and financial instruments (collectively, "securities") on behalf of, and for the account of the client and to take steps incidental thereto and generally, to act on the client's behalf as Fincent Stockbrokers deems to be in the client's best interests but subject at all times to the Rules and Directives of the ZSE and applicable legislation in force from time to time (collectively, "the Rules") and the terms of this mandate. To this end Fincent Stockbrokers is hereby instructed and authorized to open and operate in the name of the client an account as envisaged and governed by the Rules and terms of this mandate. Words and phrases used in this mandate shall have the meanings assigned to them in the Rules. This mandate shall commence upon signature hereof and shall endure indefinitely until terminated upon 30 days written notice to that effect subject to all accrued rights and obligations.

Fincent Stockbrokers is authorized to deposit for the account of, and in the name of, the client with Fincent money market division all monies received by Fincent Stockbrokers arising from the operation of the client's account and this mandate which are not due to be paid over to the client. Fincent Stockbrokers is authorized to withdraw from the client's account with Fincent Stockbrokers ; - such monies as required from time to time to pay for securities purchased on the client's behalf : to effect such payments as are necessary in the performance of this mandate and to discharge all debts due to Fincent Stockbrokers. Fincent Stockbrokers is authorized to realize any securities held in terms of this mandate should the client fail to make timely payments or have insufficient money on deposit with Fincent Stockbrokers to liquidate debts due to Fincent Stockbrokers.

The client is entitled upon written request to require payment of any monies standing to the client's credit with Fincent Stockbrokers or delivery of any securities held by Fincent Stockbrokers. The client is entitled to arrange to collect from Fincent Stockbrokers any cheques, securities and documents.

Accordingly should any cheques, securities or documents be sent to the client by post, then the postal authorities shall be deemed to be the agent of the client for the dispatch and delivery thereof to the client or its order.

The client warrants that all securities received from the client or its agent shall be free of any pledge or other encumbrance and be accompanied by documentation required for good delivery. Such securities and all other securities received by Fincent Stockbrokers arising from the performance of this mandate shall be held in accordance with the Rules in safe custody with a custodian or participation of a central depository, as the case may be, of Fincent Stockbrokers choice and in the name of Fincent Stockbrokers' nominee approved of by the ZSE. The client authorizes Fincent Stockbrokers to withdraw its securities from safe custody for the purposes of dealing with them as required by the terms of this mandate or the Rules or delivering the securities to the client. The client agrees that Fincent Stockbrokers and its nominee may hold any of the client's securities in safe custody combined or bulked with the securities of other clients but subject at all times to the Rules. Unless timely advised by the client in writing, Fincent Stockbrokers is hereby authorized to exercise, as Fincent Stockbrokers in its discretion deems fit, the client's rights and/or options arising from all corporate actions and incidental accruals in respect of securities held in safe custody in terms of this mandate and, if applicable, all such incidental accruals, including cash and scrip dividends, shall be credited to the client's account with Fincent Stockbrokers or placed in safe custody, as the case may be.

Fincent Stockbrokers shall not be liable in any manner should the client be declared a dealer in securities by the Revenue authorities. The client hereby consents to the recording of all telephone conversations between the client and representatives of Fincent Stockbrokers and that the content and substance of such recordings may be used in the resolution of any dispute between the client and Fincent Stockbrokers which shall be referred to and determined in accordance with the Rules by the ZSE acting as expert, which determination shall be final and binding on the parties.

Fincent Stockbrokers shall be entitled to have an interest as principal and for its own account in any securities bought or sold for the client's account provided that the client's prior approval has been obtained. As consideration for the services provided in terms hereof, the client shall apply to Fincent Stockbrokers such brokerage commissions, management fees and other charges including those for safe custody as are usually charged by Fincent Stockbrokers from time to time alternatively, as agreed, which payments shall be made timely and in accordance with such advice and other notes and statements rendered by Fincent Stockbrokers from time to time pursuant to transactions for the client's account. Fincent Stockbrokers shall be entitled to charge interest on all monies owing but unpaid at the legal rate of interest and all accrued interest shall be capitalized monthly in arrears.

The client hereby acknowledges that it knows and understands its material obligations and right arising from the Rules and the performance of this mandate. In particular the client must pay or deliver shares, as the case may be, no later than the seventh (7th) day after the trade. The client shall advise Fincent Stockbrokers in writing of any change to the client's address, bank account details, contact numbers and any other relevant information, failing which Fincent Stockbrokers shall not be liable for any loss occasioned directly or indirectly from such failure.

In the event that ZSE and/or Fincent requires trading or similar margins to be paid in respect of open transactions undertaken by Fincent Stockbrokers on the client's behalf, then upon notice from Fincent Stockbrokers, the client will timely deposit with Fincent Stockbrokers for the administered in accordance with the Rules and this mandate.

Whilst Fincent Stockbrokers shall use its best endeavours at all material times, the client shall have no claim for any loss resulting from the client's investment objectives, if any, not being satisfied or from the client relying and/or acting upon advice, information or options furnished by Fincent Stockbrokers or its employees. The client agrees and warrants that all persons who give instructions to Fincent Stockbrokers on behalf of the client shall be deemed to have all consents and authorities of the client to do so.

Fincent Stockbrokers shall be entitled to assign this mandate to any other of the subsidiary or associated companies.

Name of signatory \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_ / \_\_ / 20 \_\_

## OFFICIAL USE ONLY

Name of Dealer : \_\_\_\_\_

Signature: \_\_\_\_\_

Account Approved by \_\_\_\_\_

Signature: \_\_\_\_\_

Designation \_\_\_\_\_